

TERMS AND CONDITIONS FOR GRADUATE STUDENTS

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Our aim is to make this document accessible and user friendly for everyone. If you have any questions about these Terms (either before you accept an offer of a place or whilst you are a student), please get in touch with us. A useful list of contacts is set out in [Appendix 4 – Useful Contacts](#), to help you find the right person at UCL.

PART 1 – ACCEPTING AN OFFER FROM UCL

1 Accepting an Offer from UCL

- 1.1 If UCL wishes to make you an offer of a place to study (an **Offer**) on a degree programme or other programme or course of study at UCL (a **Programme**), the terms of that Offer will be communicated to you. This will usually be done through the applicant portal.
- 1.2 In order to accept an Offer, you must communicate that acceptance to UCL (**Acceptance**). The way that this is done will depend on how the Offer has been communicated to you. Typically Acceptance can be communicated through the applicant portal or by written confirmation of Acceptance. Once you Accept an Offer, a legally binding contract will come into existence between you and UCL on these Terms for the provision of education services (**Contract**). If a time period is specified on your offer and you do not accept an offer within this time period, it will lapse and will not be available for acceptance.
- 1.3 If you Accept an Offer to study at UCL, **the requirements applicable to enrolment specified in Appendix 1 will apply and these requirements will apply for the duration of your Programme.**
- 1.4 **Appendix 5 contains any additional provisions that are relevant to your particular Programme. Appendix 5 both supplements these Terms and, to the extent applicable, overrides any conflicting or inconsistent provisions found elsewhere within these Terms.**
- 1.5 Unless and until you have satisfied the conditions described in section 1.3 (or we have specifically waived one or all of the conditions in writing to you), UCL will not be obliged to perform its obligations under the Contract as set out in **Part 2 - What you can expect from UCL** and you will not be entitled to take up your place on the Programme.
- 1.6 Applicants to UCL should be aware that:
 - 1.6.1 Each year UCL receives a significant number of applications from individuals that wish to study with us. If you make an application to study at UCL, you are not guaranteed a place or an offer of a place to study at UCL.
 - 1.6.2 Any Offer that we make can be withdrawn or amended, by giving you written notice, at any time prior to you accepting the Offer and communicating your acceptance to us.

2 Cancelling your Contract

- 2.1 As you have entered into the Contract "at a distance" (i.e. without you physically attending UCL to create the Contract), you have a legal right to change your mind within a short time period after you have accepted the Contract.

PART 2 – WHAT YOU CAN EXPECT FROM UCL

3 UCL's provision of services

3.1 UCL commits to:

- 3.1.1 provide the services relevant to your Programme with reasonable care and skill.

More detailed information about the different aspects of your Programme (including current expectations in relation to modules and assessment method(s)) is provided in UCL's Prospectus for Graduates applicable to your start date. If you are undertaking a taught Programme, this includes tuition and learning support. If you are undertaking a research Programme, this includes an appropriate supervisory team;

- 3.1.2 make available reasonably appropriate infrastructure and facilities to support your learning.

Part 3 – YOUR RIGHTS AND WHAT UCL CAN EXPECT FROM YOU

5 Your responsibilities as a UCL student

- 11.3 Subject to section 11.2, UCL does not accept any liability for loss that does not flow naturally from a breach of its obligations under these Terms. This is often referred to as indirect or consequential loss. In

- 13.2 You should check your UCL e-mail account regularly, as UCL cannot be held responsible for the consequences of any messages that you have not read or if messages are lost or delayed when automatically forwarded to a personal e-mail address (e.g. Hotmail, Gmail, etc.).
- 13.3 You are responsible for maintaining up-to-date address and other contact details via your Portico account. Any notices or information sent to your last recorded address will be deemed to have been properly given.
- 13.4 Subject to section 2.5 of these Terms, a notice under this section 13 will be validly served by you if sent to UCL: (i) at the following address for hand delivery or post: Student Centre, 27-28 Gordon Square, London, WC1H, or (ii) by email to: studentstatus@ucl.ac.uk.
- 13.5 UCL may also draw your attention to important information through announcements on UCL's website, Portico and through emails to the UCL student population generally or messages on the computer desktop when you log-on to the UCL network006 Tw 9dL3 0 8ref or80.005 Twr806211.059596 100.ef5

Library Regulations	Sets out the requirement to use UCL's Library facilities in an acceptable manner and includes certain sanctions, penalties and/or other disciplinary action for non-compliance.
Disability	Outlines the ways in which UCL addresses the needs of disabled students. Sets out UCL's firm commitment to offering an excellent education to all students and central to this policy is UCL's intention to take account of individual needs and to

Appendix 1 – Conditions of Enrolment

1. Conditions of Enrolment

Your Offer and/or right to enrol and/or participate on the Programme is conditional on the following conditions being met:

- (a) any conditions specified in the Offer communicated to you on the applicant portal and/or in any hard copy documentation provided to you with the Offer being satisfied (unless stated otherwise in writing) on or before the earlier of the date specified in the Offer or on which the Programme is due to commence;
- (b) there must be no change in your circumstances which would make it inappropriate for you to participate in the Programme or to be enrolled at UCL. Such a change in circumstances would include anything that would entitle UCL to i) withdraw you from your Programme in accordance with these terms and conditions, or ii) discipline you, if you had been (at the time) a student at UCL; and
- (c) you must comply with UCL's processes and procedures ^{an} P rccL's P rs udc blit2J-28.8sl(r)-5.3 (o)1.9 (p)0.9 (r-1 (w)-12.8 (1.6 (c) pldnn42 42(y)-7.8 (ou)TJO Tc 0 Tw62.494 0 Td()Tj-0.003 h (p)0.9a4 Tc 0.-0.003 9g5.2-11.2 (i)0.9 (l07 (t)1(c)2.3)3. e u3

Appendix 2 – Surprising Terms

1. Compelled student withdrawal

Without limiting any right of UCL under the Contract or any of the Student Regulations and Policies, examples of some circumstances in which UCL may require that a student withdraw from a Programme include:

- (a) Proven assessment irregularity; Plagiarism
- (b) Ill Health affecting your ability to engage with the programme, or where this would put others at risk
- (c) Proven Disciplinary Offences
- (d) Fraudulent Admissions Information
- (e) Proven Fitness to Practise issues
- (f) Proven Academic Insufficiency

2. Departmental requirements

Academic departments may have their own conventions and there may be elements of specific courses of study which must be passed at the first attempt. Students are advised to check with departments to determine if any such requirements pertain to their course of study.

3. Complaints that won't be considered by UCL

- (a) Admissions decisions

Unsuccessful applicants may complain about an admissions decision only if they believe that the service provided through the admissions process has not met the appropriate standard or if they believe that a procedural irregularity has affected the decision.

- (b) Academic judgement

The University will not consider complaints that challenge academic judgement where due process has been observed.

4. Professional placements as part of programme

If a placement is withdrawn and it is not possible to secure a further placement, students may be subject to a [Professional Practice Panel](#) to consider whether this element of the programme has been failed.

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Appendix 3 – Cancellation Form

To: Graduate Admissions, Student and Registry Services, UCL, Gower Street, London, WC1E 6BT; email: postgraduate-admissions@ucl.ac.uk.

I hereby give notice that I cancel my contract for the supply of educational services in relation to the following UCL programme:

Programme Name

Name of prospective student

Application Number

Address of prospective student

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Appendix 4 – Useful Contacts

We recommend you bookmark (or print) this section for future reference. Updates will be made to this information as required.

Service	Email	Telephone
Admissions (Undergraduate)	undergraduate-admissions@ucl.ac.uk	020 3370 1215

